



**Communities Putting  
Prevention to Work**  
Making healthy living better.

## **Tobacco Prevention Program CPPW Signage Grant Guidelines**

Organizations not currently receiving Tobacco Prevention Program funds from King County can apply for a small grant (up to \$4,000) to support new and permanent signage that supports smoke-free and tobacco-free environments at behavioral health treatment centers.

These grants are from the Centers for Disease Control and Prevention's initiative called Communities Putting Prevention to Work (CPPW). The CPPW initiative is part of the American Recovery and Reinvestment Act of 2009 (ARRA). The nationwide tobacco goals of CPPW are to decrease smoking prevalence, decrease teen smoking initiation and decrease exposure to secondhand smoke.

Funding is available to print signage that helps enforce 100% smoke-free and 100% tobacco-free policies at behavioral health treatment centers. Funding is first-come, first-serve for eligible applications. After the funding is gone, no more grants will be available.

### **Intent**

The grant applications should be for new, sustainable and permanent signage that supports smoke-free and tobacco-free environment policies at behavioral health treatment centers.

### **Who may apply**

- Organizations, businesses, and individuals that support the intent above.
- Organizations that not receive funding from tobacco or alcohol companies.
- Applicant organizations, businesses, or individuals may not receive more than \$4,000 total per calendar year from any combination of King County departments, including other CPPW funds.
- If you receive, or anticipate to receive, funds from Public Health in 2011, please contact us for eligibility information.

### **Who may not apply**

- Organizations proposing non-permanent signage, signage that does not support smoke/tobacco-free environments, or replacement of existing signage, unless it is to support a **new** tobacco-free environment policy.
- Organizations receiving funds from alcohol or tobacco interests

## **Application components**

If you wish to apply for funds, please complete the CPPW Signage Grant Application with the following:

### **Project summary/Statement of Work:**

A brief description of your request that includes the following:

- Description of the environment where the signs will be used
- The policy that is supported by signage
- Plan for signage development or, if it's not a new creation, how it will be obtained
- Signage placement plan
- Timeline for installation
- Collaborative partners, if any

### **How you will report your progress:**

A brief explanation on how you will report to the Program. In the past, grantees have submitted a simple summary with relevant samples, photos and/or flyers as appropriate.

### **Budget:**

Provide an itemized budget for your project, including materials and supplies. Be as specific as possible. Take care to ensure that the amount requested is relative to the particular need.

## **Payment information**

- Funds must be spent and billed to the county within six months of the grant being awarded.
- King County Finance requires us to administer all grants on a cost reimbursement basis only. This means that if you receive a grant, you must buy and pay for the signage before you bill the county.

Upon approval of your application, we will include detailed information about the reimbursement process with your Letter of Award.

## **Application submission**

Please visit this site to download and complete the application:

[www.kingcounty.gov/health/cppw](http://www.kingcounty.gov/health/cppw)

You may submit your completed application via email, mail or fax to:

Mail: Public Health – Seattle & King County  
Tobacco Prevention Program  
Attn: Mark Sherard  
401 5<sup>th</sup> Avenue, Suite 900  
Seattle, WA 98104-1818  
Fax: (206) 296-0177  
Email: [Mark.Sherard@kingcounty.gov](mailto:Mark.Sherard@kingcounty.gov)

If you have any questions or concerns, please contact Mark Sherard at (206) 296-7613 or [Mark.Sherard@kingcounty.gov](mailto:Mark.Sherard@kingcounty.gov).